



Campus Support Staff Advisory Committee

Minutes

Date: September 14, 2021

Place: Microsoft Teams

1:30 p.m. to 3:30 p.m.

Members Present: Bill Bell, Pam Bender, Dan Bollock, Carla Briggs, Jessica Evans, Mark Fields, Marla Funk, Melissa Geiger, Carrie Hanson, Laurie Hitze, Heather Holley, Jennifer Kawlewski, Laurie Kender, Amy Kirchgessner, Mark Lester, Kristen Miller, Dave Montgomery, Wendy Mouser, Jaylene Nichols, Brandi Plantenga, Jake Seay, Jason Shepherd, Kay Shepherd, Mia Starr, Rendi Tharp, Brock Turner

Members Absent: Jacquie Carroll

Guests: Abby Nickel, Writer/Communication Specialist for Marketing and Media

1:30 pm

Item #1 – Meeting Call to Order & Adoption of Agenda

Chair Brock Turner called the meeting to order at 1:33 p.m.

Brock asked for corrections and/or additions to the agenda. Brock stated that he has two additional announcements to add under Item #4 – Announcements. A motion to adopt the agenda with the addition of two announcements was made by Brandi Plantenga and seconded by Mark Lester. Motion carried.

Item #2 – Approval of August 2021 Minutes

Chair asked for any corrections or additions to the minutes; hearing none, the minutes are approved as written.

Item #3– University Officers’ Reports

Mr. Bill Bell, Vice President for Human Resources

Protect Purdue:

Fall surveillance testing on campus began on August 23 with the return of students. Roughly 50% of unvaccinated students, faculty and staff are tested each week. Once an individual has received their vaccine and they have upload documented proof, they will be removed from weekly testing within two weeks. Purdue pays, during work hours. Concerns regarding testing procedures or other concerns should be reported to Protect Purdue.

Failure to comply with presenting to surveillance testing can result in progressive discipline:

Students

1. Conduct warning
2. Probated suspension
3. Suspension

Staff

1. Written warning and present to testing
2. Final written warning and exclusion from campus
3. Termination

Faculty

1. Written warning
2. Final written waring and exclusion from campus
3. Unpaid leave

Staff incentives were delivered last week. 50 prizes were awarded to staff with some presentations made by MaPSAC and CSSAC leadership.

Open Enrollment:

- Begins October 26 and runs through November 9.
- Weekly Healthy Boiler emails have begun. These mailings will cover open enrollment, medical plan options, and other pertinent information.
- Annual benefits statement will be mailed to your home within the next week or so. More holistic look at all Purdue benefits.

Item #4 – Announcements

- Reminder that all subcommittee chairs and university committee representatives should submit their written reports to [Carrie Hanson](#) by noon Thursday prior to the full meeting so that they may be included with the agenda
- Sent communication to reply with contact info and supervisor email (for appreciation)
- Annie Staggs has resigned from CSSAC, Mark Fields has been appointed to fill that vacancy.
- Roll Call – favorite subject in high school

Item #5– Discussion/Questions of Subcommittee Submitted Reports

Executive

Turner/Holley

- Sent many communications, orientation.
- Goals: create a smooth transition for on-boarding new members
- Update operational procedures
- Be supportive to subcommittee leaders
- Build upon shared governance (University Senate)
- Continuation of CSSAC-driven professional development program

Communication

Lester/

- Met 9/2.
- Improve/increase use of videos to communicate with staff
- Share information with our committee to put on social media sites
- New member – excited!

Professional Development

Bender/TBD

- First meeting today
- Following last year’s timeline
- Meet with MaPSAC to discuss community spirit award

Purdue Employees Activity Program

Geiger/TBD

- Chicago trip is on – pending new guidance from Purdue
- Exploration Acres – trying to get a discount
- Small business Saturday – Qualtrics survey, please complete it
- Please send any recommendations for PEAP activities to Melissa Geiger

University Relations

Plantenga/

- Meeting this afternoon
- Review goals
- Presentations to talk about CSSAC
- Work well with other subcommittees

Item #6 – Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne

Starr

- First meeting next week – 4 members
- Updating nomination form to make it easier to apply

Purdue University Northwest

Stack/Funk

- Lot of moves for staff between buildings
- Were down to 5 members, now up to 9! Marla

Big Ten Collaboration Staff Advocacy

Turner/Holley

College of Engineering Staff Advisory Council	Kirchgessner/Geiger
Employee Assistance Program	Turner/Holley
Martin Award	Hitze/Holley
Healthy Boiler	Turner/Holley
New Employee Experience	Plantenga/Nichols
Protect Purdue	Turner/Holley
Recreational Wellness Advisory Board	Lester
Retirement Planning Meeting	Carroll
Spring Fling	Nichols/Staggs
Staff Memorial Committee	Turner/Holley
Survey Oversight Committee	Hitze
University Policy Committee	Turner
University Senate	Turner
University Senate: Staff Appeals Board Traffic Regulations	Plantenga
University Senate: Committee for Sustainability	Bender
University Senate: Faculty Compensation and Benefits	Turner/Holley
University Senate: Parking and Traffic	Montgomery
University Senate: Vision Arts and Design Committee	Montgomery

Item #7 – Unfinished Business

COVID 19

Operational Procedures

Item #8 – Area updates, Items of interest, Bridge submissions

Brock stated to the new members that this item on the agenda is for bringing up any items that you may receive from co-workers and colleagues. The full group can have discussion and decide how to proceed. Let people in your area know that you are a member of CSSAC.

Item #9 – New Business

None

2:30 pm

Item #10– Call for Adjournment

With there being no further business, Brandi Plantenga motioned to adjourn the meeting and was seconded by Amy Kirchgessner.

Minutes by: Carrie Hanson, Resource Member